

KIDS Users Guide

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Kids Immunization Database System - Users Guide

Introduction to KIDS Software

SOFTWARE OVERVIEW

The Kids Immunization Database System (KIDS) is a tool used by clinics to add, search, and manage the immunization records of patients. The system is designed to serve as an interface to a database of statewide immunization records. This database, the Utah Statewide Immunization Information System (USIIS), is a *community* database, designed for use by authorized providers in clinics statewide. Users of KIDS will find it a valuable records-management tool in the office, as well as a way to ensure that immunization data is complete, accurate, and in harmony with records from other clinics.

CONDITIONS OF USE – PROVIDED BY THE UTAH DEPARTMENT OF HEALTH, USIIS PROGRAM

The user of KIDS software agrees to:

- Maintain local PC and/or Network support to ensure proper functioning of the hardware, local network and Oracle database server on the network
- Understand that there is optional maintenance support from Oracle for your Oracle database at a cost of about \$100 per year (not recommended)
- Safeguard User ID and password
- Maintain confidentiality of data

USIIS agrees to:

- Respond to users' requests for KIDS software modifications where feasible, and have new releases available periodically
- Provide user support from 9:00 a.m. to 5:00 p.m. on weekdays
- Maintain the USIIS repository for immunization records
- Develop a mechanism for provider feedback to communicate such things as problem data (unusable records) and statistics on immunized children for individual practices

TECHNICAL REQUIREMENTS FOR USING KIDS

Workstation (standalone PC) requirements:

- Pentium processor; Pentium II running at 300 MHz highly recommended
- 64 MB RAM minimum, 128 MB highly recommended
- Minimum 3 GB available hard disk space
- Windows NT is recommended, but Windows 98 will meet minimum operating system requirements
- TCP/IP network connectivity, **or** a 56k dial-up modem with available internet connectivity

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Note: KIDS software has not been tested for use on Windows 2000 based systems.

Network Requirements:

Novell Server used exclusively for Oracle

- Pentium processor running at 300 MHz, 128 MB RAM, 5 GB available hard disk space
- Novell Netware 4.2 or higher
- Novell Oracle 8.1.5 for workgroups (free with current maintenance agreement)
- Internet Access

OR:

Microsoft NT Server used exclusively for Oracle

- Pentium processor running at 300 MHz, 128 MB RAM, 5 GB available hard disk space
- Microsoft NT Server 4.0 with Service Pack 4.0 or higher
- Oracle 8.1.5 for workgroups (a license for 5 concurrent users must be purchased)
- Internet Access

OVERVIEW OF THIS USER GUIDE

This guide is designed to provide simple instructions for using all of the features of KIDS. It is written in such a way that it may be used both as a training manual and as a reference for experienced users of the software. One section of the manual has been assigned to nearly every screen in the software. The Table of Contents on page 1 lists each section of this manual. Note that the sections have been given names that correspond to the task described. This feature will help users find the printed help they need quickly.

In writing this user guide, it has been assumed that users of KIDS already have at least a basic knowledge of computers, including standard terminology related to using a mouse (single- and double-clicks, etc.) and using an application in the Windows environment. If additional help is needed in these areas, the user is encouraged to refer to any beginning guide to Microsoft Windows.

Finally, this manual makes use of a developmental style, wherein an often-used concept or technique may be explained in detail on its first mention, but referenced later in the manual without such a detailed explanation. For this reason, beginning users are encouraged to read the entire manual.

LAUNCHING KIDS AND GETTING STARTED

From the Windows desktop, double-click the icon labeled “KIDS Local Database” to start the KIDS program. To protect the security of immunization data, you are required to enter a logon ID and password. Your office manager or

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administrator should be able to provide this information for you. After you type your password, hit the “Enter” key. This will bring you to a blank “Find Patient” screen, discussed in the next section.

The Find Patient Screen

OVERVIEW

The Find Patient Screen is represented below. This screen is used to search for patients who have already been entered into the clinic’s database, or to determine if a patient’s records have yet to be entered. A new patient cannot be entered into KIDS until a search has been performed for that patient. This logic is intentionally built into the program to prevent duplication of patient records.

Search Values									
Patient ID		USIIS ID							
Last Name	First Name	Middle Name	Birthdate	SSN	Sex	Mother's First	Mother's Maiden		

Local Results								
ID	Last Name	First Name	Middle Name Suffix	Birthdate	SSN	Sex	Mother's First	Mother's Maiden

USIIS Results					
Last Name	First Name	Middle Name	Birthdate	Sex	Mother's First

Find Patient Admin Exit

Record 1/1 iOSC iDBG

Fields, or boxes used for entering and displaying text, are divided into three sections on this screen. The *Search Values* section contains fields where the user enters information about the patient. The program will use this information to search the database for the patient. The first two fields in this section are Patient ID and USIIS ID. Definitions of these terms are appropriate here:

Patient ID - a unique identification number assigned to a patient by the clinic or by the KIDS program. This number is only used to identify a patient within a single clinic’s local KIDS database. An individual will likely have a different Patient ID for every clinic he or she has ever received immunizations at.

USIIS ID –a unique identification number assigned to a patient by the USIIS statewide database. This number identifies a patient’s records in the larger database accessed by clinics all over Utah. An individual should never have more than one USIIS ID.

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The other fields in the *Search Values* section require little explanation. They are the patient's first and last names, middle name, date of birth, social security number (SSN), sex, mother's first name and mother's maiden name.

NOTE: Dates entered into KIDS must use an 8-digit format.
For example, "January 25, 1996" should be entered 01251996.
KIDS will automatically insert slashes in dates that you type.

The middle section of this screen is called *Local Results*. These fields cannot be typed in. They are used only to display the search results from the clinic's own database of immunization records. This is also true of the lower section, called *USIIS Results*. This bottom section is used to display the search results from the online USIIS database shared by all clinics.

SEARCH STRATEGY

The Find patient screen provides you with three options to access your patients' information:

1. Patients who have been previously added to your local database you will find by searching your local database.
2. Patients who are included in the USIIS central database you will find by searching the USIIS database.
To perform a USIIS search you are required to enter the patient's exact first and last name and birth date as they appear on the patient's birth certificate.
3. Patients who have not yet been entered in the USIIS database you may add as new patients.

To avoid duplicate records KIDS requires that you perform a local database and a USIIS database search before you will be able to add a new patient.

If you expect to find a patient in your local database you may choose to enter as little search information as you wish. Also, for local database searches it is possible to use "%" for wildcard searches. For example, if you are unsure if patient Michael's last name is Johnson or Johnsen, you can type in "JOHNS%" and get a list of all matching local records with a last name that begins with JOHNS. The % wildcard can be used at the beginning, the end, or both ends of a name or other field you are searching by.

Once information about the patient has been typed into the fields, a "Srch Local DB" button will appear in the *Search Values* area of the screen, unless you have only entered the patient's last name. If that is the case, the "Srch Local DB" button will not appear until you hit tab or enter to move the cursor to the next field on the screen. If the patient is found in the local database, that patient's record will appear in the *Local Results* section of the Find Patient screen.

If you expect to find a patient in the USIIS database, please verify that your search information on the patient's name and birth date match the information on the patient's birth certificate. KIDS will only let you search the USIIS database

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after a local search has been attempted. When appropriate, you will see a “Srch USIIS DB” button in the *Search Values* section.

If the patient’s records are not found in the local database but are then found in the USIIS database, the record will be displayed in the bottom portion of the screen, under *USIIS Results*. In either *Results* section, you may end up with more than one patient record to choose from, especially if a wildcard (%) was used in the search. If you know which record you want to display, click on any field in that row and click the “View Record” button for records from *local results*, or the “Download” button if the record is listed in *USIIS Results*. If “Download” is clicked, you will be prompted with a legal notice before the record is transferred.

Downloading a patient record from the USIIS database may take several minutes, depending on how fast your Internet connection is. Once the record is downloaded, it will be displayed on a screen titled “Download from State DB Patient Info.”

Finally, if the patient record you seek is not located in either database, you will be given the option to enter a new record for that patient. If you choose to add a new patient, you will be prompted to add a Patient ID number on the Find Patient screen according to your clinic’s procedures, unless your KIDS software is set to automatically calculate a new Patient ID number for you. This is discussed further in the next section.

The Patient Input Screen

GETTING TO THE PATIENT INPUT SCREEN

In order to prevent duplication of patient records, there is only one way to get to the Patient Input Screen. You must first verify that the patient is not already in the local database and the USIIS database by performing a search as described in the previous section. At that point, simply click the “Add New Patient” button in the *Search Values* area of the Find Patient screen to add a new patient to the database. The actual adding of patient information takes place within the Patient Input Screen (pictured below).

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The screenshot shows a software window titled "USIS - KIDS" with a menu bar (Action, Edit, Query, Window, Help) and a toolbar. The form is divided into several sections:

- Patient ID Section:** Includes fields for USIS ID, Patient ID, Age (3 Years 8 Months), User ID (usis), Last Name (EXAMPLE2), First Name (USER), Middle Name (GUIDE), Suffix, Birthdate (11/21/1996), Gender, SSN, Mother's First (MADEUP), and Maiden Name (MOM).
- Red-labeled Required Fields:** Middle Name (GUIDE), Suffix, Gender, SSN, and Maiden Name (MOM) are highlighted in red.
- Contact Information:** Street, City, State, Zip, Phone, County (9), and Provider (801).
- Guardian Information:** Guardian's Last, First, Middle, and SSN.
- Physician Information:** Clinic ID, Phys's Last, First, Middle, Street, City, State, and Phone.
- Other Fields:** Status, Race, Ethnicity, Release Date, Birth State, Confidential checkbox, Mother's Last, First, Middle, SSN, Father's Last, First, Middle, SSN, Patient Comment, and Don't Send Reminder Card checkbox.

At the bottom, there are buttons for "Find Patient", "Patient Input", and "ContraExempt", along with a status bar showing "Record: 1/1" and "KIDS KIDS".

This screen contains fields for the patient's personal information, including identification, contact and statistical information. The red-labeled fields are for required information; they must be filled in before a patient record can be saved. All other fields are included on the screen in order to make the patient's record as thorough and detailed as possible.

WORKING WITH PATIENT INPUT FIELDS

When entering a new patient record, note that the information you used to search for this patient is already displayed on their new record. In addition, the age of the patient has been calculated by KIDS using the date of birth you provided while searching for the patient. If KIDS has been configured to assign Patient ID numbers, then the assigned number will appear once a record is saved. Automatic ID numbers are calculated by adding "1" to the highest existing patient ID number already in the local KIDS database.

To complete the required fields (labeled in red) and any other desired fields, click or tab into those fields and type the appropriate information. Some fields will have the same information entered every time, such as Clinic ID and the physician information fields. The section on "Administrative Functions" later in this manual discusses how to program these details into KIDS so that you won't have to type repetitious information. Most fields on this screen have lists of acceptable values available if you double click those fields (or use "F9"), including Status, Race, and Ethnicity.

TIP: Many fields that require specific or predefined values, such as "County" and "Provider," will display a list of acceptable values if you press "F9" or double-click the space inside the field. If a field has more than one space (such as the "status" field), double-click in the first space to see the pop-up list.

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SAVING THE PATIENT RECORD

Whenever a new patient is added to KIDS, the record must be saved before any immunization records can be entered or forecasting information can be displayed for that patient. Also, any changes made to existing (saved) patient records will not be permanently recorded in the database until the record is saved again.

There are two ways to save a patient record. You may either choose “save” under the *Action* drop-down menu at the top of the screen, or simply click on the floppy disk icon at the top left of the screen. You may be prompted to enter any missing required information before the record can be saved.

Once the record is saved, or written to the database, you will notice some changes on the Patient Input screen. If KIDS was configured to automatically assign Patient ID numbers, you should now see a unique Patient ID number assigned by KIDS in the Patient ID field. The other change is the appearance of several additional tabs available at the bottom of the

The screenshot displays the KIDS Patient Input screen. At the top, there are fields for USIS ID, Patient ID (110957), Age (3 Years 8 Months), and User ID (usis). Below these are fields for Last Name (EXAMPLE2), First Name (USER), Middle Name (GUIDE), Suffix (GUIDE), Birthdate (11/21/1996), Gender (M), SSN, Mother's First (MADEUP), and Maiden Name (MOM). The form is divided into sections for patient information, guardian information, and parent information. The patient information section includes Street (4521 S MAIN), City (HERRIMAN), State (UT), Zip (84444), Phone (999-9999), County (8 DAVIS), and Provider (801 USIS PROGRAM). The guardian information section includes Guardian's Last, First, Middle, and SSN. The parent information section includes Mother's Last, First, Middle, and SSN, and Father's Last, First, Middle, and SSN. There are also fields for Status (INACTIVE), Race (OTHER), Ethnicity (NOT OF HISPANIC DE), Release Date, Birth State, and Confidential. At the bottom, there are tabs for Find Patient, Patient Input, ContraExempt, Imm History, Imm Input, Forecast, Clinic IR, and Patient Rpts. A status bar at the very bottom indicates 'FRM-40400: Transaction complete: 1 records applied and saved. Record: 1/1' and 'List of Values (KIDS) (DBG)'.

screen. Each of these tabs represents tools used to manage and access immunization records for the patient you have just created or modified. The example above illustrates a saved record, with the new tabs visible across the bottom.

The functions and use of these tabs are discussed in their own sections of this manual. These tabs make up the core functionality of KIDS in managing and accessing immunization records stored in both your clinic's local KIDS database and the Utah Statewide Immunization Information System database.

DELETING A PATIENT RECORD

To delete a record from your local database, click on any field in the lower part of the Patient Input screen to place the text cursor in a field. Then click on the red “x” on the toolbar. The patient information in the lower half of the screen will disappear. Then click on the disk icon on the toolbar to save the change that you made. A message box will appear asking to you confirm that you wish to delete this patient's record. Clicking “yes” will remove this patient from your local database. Clicking “no” will restore the information in the lower half of the screen that disappeared earlier.

The ContraExempt Screen

OVERVIEW AND USE OF THE CONTRAEXEMPT SCREEN

Occasionally patients will have a valid reason, medical or otherwise, which disqualifies them from receiving one or more vaccines. The ContraExempt screen provides a place to enter contraindications and exemptions for those patients. If a contraindication or an exemption is recorded on the ContraExempt screen, KIDS will warn the provider if a previously exempted or contraindicated vaccine is ever re-entered into a patient's record.

The ContraExempt screen is reproduced here. To enter vaccines on the ContraExempt screen you may either enter the appropriate codes into the entry fields or you may double-click on the entry fields to select the appropriate vaccine from a pop-up box, as pictured in the example here. This pop-up feature works for every field on the ContraExempt screen.

KIDS requires that a description for every contraindication or exemption be added. For contraindications, you may choose these descriptions from 43 options provided in a pop-up list accessed by double-clicking the description field. There is a similar pop-up list of descriptions for exemptions, from which you may choose between medical, personal and religious.

To save a contraindication or exemption click on the save button to the right of the respective entry field. Your entry will be copied to the text field underneath the entry field. To delete an entry click on the delete button to the left of the selected entry and answer "yes" to the confirmation message box that appears.

The Immunization History Screen

The Immunization History screen is reproduced below. As its name implies, this screen is used to view a patient's immunization history. The screen, designed to display summary information in an organized fashion, is made up of columns for immunization data, with each horizontal row representing one vaccination. This screen is used to **view** records, **not** to enter new records. For a patient who has received multiple immunizations, each immunization will be listed on this screen by vaccine series and then alphabetical. New vaccination records are visible on the Immunization History screen once they are entered into the system and saved. That process is described in the next section.

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The Immunization Input Screen

OVERVIEW

The Immunization Input screen is reproduced below. The screen may be divided into two halves. The left side of the screen contains fields used to enter information about a single vaccination. The right side of the screen displays an abbreviated immunization history. This format enables easy reference to the patient's history without constantly returning to the Immunization History screen. Clicking on a vaccination on the right side of the screen will display the details of that vaccination in the fields on the left. In the example below, the MMR vaccination has been selected on the right, and details of that procedure are visible on the left.

USIIS ID	Patient ID	Age	Years	Months	Last Name	First Name	Middle Name	Suffix	Birthdate	Gender	SSN	Mother's First	Maiden Name
0	110957	3	8		EXAMPLE2	USER	GUIDE		11/21/1996	M		MADEUP	MOM

Vaccination Date	Vaccination Type	Route	Immunization Site	Provider ID	Lot Number	Manufacturer	Financial Class	VIS Version Date	Issue Date	Consent Date	Vaccinator	Reaction
08/03/2000	3	MMR	RLF	801	1008	AVIRON		02/01/2000	08/03/2000	08/03/2000	LASTNAME,FIRST	

Series	Vaccine	Com	Date	Provider	E	C	R	I
MMR	MMR	0	08/03/2000	USIIS PROGRAM				
	LEPROSY	0	08/03/2000	USIIS PROGRAM				
	MEASLES	0	08/03/2000	USIIS PROGRAM				
	MUMPS	0	03/15/2000	USIIS PROGRAM				

The fields on the left function the same way as fields on the Patient Input screen; you can use “tab” to move to the next field, and a double-click or use of the F9 key will display acceptable values for a given field. The one exception to that feature on this screen is the “Vaccination Date” field, where a double-click will result in the current date appearing in the field. Fields labeled in red are required. This screen is also similar to the Patient Input screen in that new records and changes to existing records must be saved or they will not be written to the database. If you make changes and then try to leave the screen without saving those changes, KIDS will prompt you with a dialogue box asking if you want to save the changes. Once a new vaccination is saved, it appears in the abridged history on the right side of this screen. The section on “Setting up a Vaccine Inventory” later in this manual describes how to enter Lot Numbers, VIS Version Dates and Manufacturers for the vaccines in your clinic’s inventory. Once that has been done, the information may be selected by double-clicking in the appropriate field on this screen. The table below defines the appropriate information for each field:

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ON THE LEFT SIDE OF THE IMM INPUT SCREEN:

Vaccination Type	The type of vaccine used for this immunization
Route	The way the vaccine gets into the body
Immunization Site	The place on the body where the vaccine was administered
Provider ID	The clinic where the immunization was given
Lot Number	The number used to identify this particular batch of vaccine
Manufacturer	The company who produced the vaccine that is being administered
Financial Class	An explanation of how the particular immunization is paid for
VIS Version Date	The date that this particular VIS (Vaccine Information Statement) was printed by the CDC
VIS Issue Date	The date the VIS (Vaccine Information Statement) was given to the parent
Consent Date	The date the parent gave consent for the child to receive the vaccine (usually the same date as the Immunization Date)
Vaccinator	The person who actually administered the immunization (a security privilege granted by the administrator)
Reaction	A medical event occurring to the patient that may be associated with the immunization
Vaccination Notes	An available text field used by the provider for entering significant information

ON THE RIGHT SIDE OF THE IMM INPUT SCREEN:

"E" column	Indicates that an exemption exists for this vaccine (according to the ContraExempt screen)
"C" column	Indicates that a contraindication exists for this vaccine (according to the ContraExempt screen)
"R" column	Indicates that a reaction to this vaccine was recorded
"I" column	Indicates that the vaccine has been deemed invalid according to the vaccine forecast

The Forecast Screen

OVERVIEW

The forecast screen is a “read-only” screen; it contains no editable fields. This screen provides a summary view of a patient’s immunization status. It displays an immunization schedule calculated by birth date and according to standards developed by the American Academy of Pediatrics and the Advisory Committee on Immunization Practices (ACIP). The Forecast screen lists the required vaccination series. If a series is not yet complete for the patient, the Forecast Screen displays recommended dates when the next vaccine for each series should be given.

NOTE: The recommendations given on the Forecast Screen in KIDS should never replace or invalidate the advice of a physician.
Due dates are given as **recommendations only**.

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Other features of the Forecast Screen include notations for any contraindications, exemptions or reactions on record for a particular vaccine. The Forecast Screen is illustrated here:

Series	Dose1	Dose2	Dose3	Dose4	Dose5	Dose6	Next Due	Status	C	E	R
DTP	08/09/2000						09/08/2000	CURRENT			
HEP-B							01/20/1997	OVERDUE			
HIB							01/20/1997	OVERDUE			
POLIO	08/13/2000						10/12/2000	CURRENT			
MMR	08/03/2000						11/21/2000	CURRENT			

The Clinic Immunization Record Screen

OVERVIEW

The Clinic IR (Immunization Record) screen allows providers to view important information about a patient's immunization status in a consolidated format at the time of the patient's visit to the clinic. This screen provides information that may help determine what immunizations the patient requires at the present time. In other words, it can generate a type of work order communicating what vaccinations should be administered that day.

USING DEFAULT VALUES

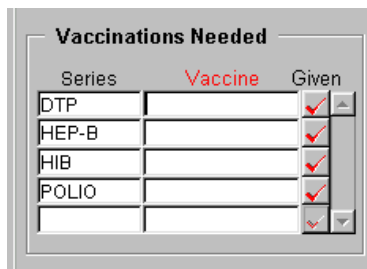
Most clinics have set protocols for administering the various vaccines. Your clinic probably administers most shots the same way each time. To save you from entering this identical information every time a shot is given to any patient, KIDS allows defaults to be specified for the following fields for each vaccine:

Clinic IR Defaults:
Series
Lot #
Site
Site Description
Route
Route Description

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The section in this manual titled “Creating Defaults” describes how to define these defaults. Once they are specified, the default values will automatically appear in the appropriate fields when a Code or Vaccine is selected on the Clinic IR screen.

USE OF THE “VACCINATIONS NEEDED” AND “VACCINATION DETAILS” SECTIONS

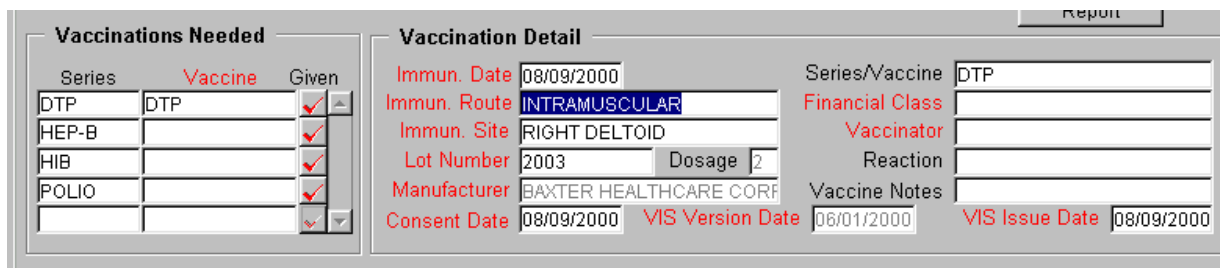


Series	Vaccine	Given
DTP		<input checked="" type="checkbox"/>
HEP-B		<input checked="" type="checkbox"/>
HIB		<input checked="" type="checkbox"/>
POLIO		<input checked="" type="checkbox"/>
		<input type="checkbox"/>

The “Vaccinations Needed” section displays all series for which additional shots are due or overdue, and allows you to choose vaccines from those series to administer to the patient. Vaccines must be chosen from existing inventory. If you double-click in the vaccine field next to the series you choose to administer, you will see a pop-up box with vaccines that fulfill the requirements for this series. Choose the appropriate vaccine, and KIDS will fill in the default information for this vaccine in the “Vaccination Detail” section (pictured below). If for any reason

your current administration of the vaccine is different from what appears as the defaults, you may change those fields by double clicking them and selecting from the list of values. You will also need to complete the fields for “Financial Class” and “Vaccinator,” because there are no default values configured for those fields.

Once you have chosen all vaccines you intend to administer, you may click on the “Report” button to display all required and given vaccines. This report may be printed, and may serve as a guideline or work order for the vaccinations. An example of the Clinic IR report appears later in this manual, in the section on the Patient Reports screen.



Vaccinations Needed		Vaccination Detail	
Series	Vaccine	Immun. Date	08/09/2000
DTP	DTP	Immun. Route	INTRAMUSCULAR
HEP-B		Immun. Site	RIGHT DELTOID
HIB		Lot Number	2003
POLIO		Dosage	2
		Manufacturer	BAXTER HEALTHCARE CORP
		Consent Date	08/09/2000
		VIS Version Date	06/01/2000
		VIS Issue Date	08/09/2000
		Series/Vaccine	DTP
		Financial Class	
		Vaccinator	
		Reaction	
		Vaccine Notes	

NOTE: “Vaccinator” is a security privilege granted to certain users in the administrative portion of KIDS.

At the end of the patient’s visit, or when the vaccinations have been given, click on the check mark next to each shot administered to mark it as “given.” This enters the vaccine into the patient’s immunization history, and that information is now visible in other screens within KIDS. Once a vaccination is given, it will not appear in the Vaccinations Needed area. However, you cannot “give” a vaccine on this screen without completing the required fields in the “Vaccination Details” portion for that vaccine. As in the example above, the defaults will not affect the fields for Financial Class,

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Vaccinator, Reaction and Vaccine Notes. Remember that fields labeled in red are required before the vaccination can be recorded in the database. Double-click the Vaccinator field to see a list of users who have been granted that security privilege.

USE OF THE “VACCINATION HISTORY” SECTION

This section is a read-only display of past vaccination information for the selected series. In the example below, the HIB series has been selected in the “Vaccinations Needed” section, so only HIB shots are displayed in the “Vaccination History.” The text in these fields cannot be changed.

Vaccination History

Vaccine	Date	Dos Inv	age	Route	Site	Lot Number	Financial Class	Vaccinator
HIB - UNSPECIFIED	05/20/1998		.5	INTRAMUSCULAR	LEFT THIGH	MERCK0215H	NON-VFC PUBL	LINDA
HIB - UNSPECIFIED	07/29/1998		.5	INTRAMUSCULAR	LEFT THIGH	MERCK0215H	NON-VFC PUBL	RUBY
HIB - UNSPECIFIED	09/23/1998		.5	INTRAMUSCULAR	LEFT THIGH			UNKNOWN
HIB - UNSPECIFIED	07/03/2000		.5	INTRADERMAL	LEFT ARM	5431134	CHARITY CARE	LAST NAME

Find Patient Patient Input ContraExempt Imm History Imm Input Forecast Clinic IR Patient Rpts

The Patient Reports Screen

OVERVIEW

Four reports are available to be viewed on screen or printed from the “Patient Reports” screen. Each is described and illustrated below. Reports are for single patients only. To run any of the four reports, click on the appropriate button on this screen. The Patient Reports screen appears as follows:

USIS - [KIDS]

Action Edit Query Window Help

USIS ID Patient ID Age 3 Years 8 Months User ID: usis

Last Name First Name Middle Name Suffix Birthdate Gender SSN Mother's First Maiden Name

EXAMPLE2 JUSER GUIDE 11/21/1996 M MADEUP MOM

Patient Reports

Patient Immunization History

School Immunization Report

Clinic Immunization Record

Utah Immunization Record

Find Patient Patient Input ContraExempt Imm History Imm Input Forecast Clinic IR Patient Rpts

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PATIENT IMMUNIZATION HISTORY

This report lists data for all immunizations on record in the database. This report is intended for use by the clinic, and it is the same report that can be viewed or printed from the Immunization History screen in KIDS. This report is reproduced here:

TEST CLINIC

Patient Immunization History

Patient Name: EXAMPLE2, USER GUIDE

Patient ID: 110957

AUG-17-00 07:37 PM

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Series	Vaccine Type	Cpt No	Date	Inv alid	Dos age	Manuf ID	Lot Number	Rte	Imm Site	Vaccinator	Provider	Consent Date	VIS Issued Date	VIS Version Date	Re act
DTP	DTP	0	08/09/2000		2	BA	2003	IM	RD	LASTNAME	USIS PROGRAM	08/09/2000	08/09/2000	08/01/2000	
POLIO	IPV	0	08/13/2000		.5	IM	FJDKSLA7	IM	LD	LASTNAME	USIS PROGRAM	08/13/2000	08/13/2000	08/20/1999	
MMR	MMR	0	08/03/2000		1	AVI	1008	IV	RLFA	LASTNAMEJ	USIS PROGRAM	08/03/2000	08/03/2000	02/01/2000	
	LEPROSY	0	08/03/2000					IM	RD		USIS PROGRAM	08/03/2000	08/03/2000		
	MEASLES	0	08/03/2000					ID	LFJA		USIS PROGRAM	08/03/2000	08/03/2000		
	MUMPS	0	03/15/2000					IV	RA	LASTNAMEJ	USIS PROGRAM	03/15/2000	03/15/2000		O
High Fever for 1 hour															

SCHOOL IMMUNIZATION REPORT

This report is designed to serve as a student's immunization record to be filed in his or her cumulative folder at school. It is intended to provide information to help students meet school entry requirements related to immunizations. The School Immunization Report contains all required vaccinations and records the dates they were given to the student. Space is included for validating any exemptions claimed by the student. Detailed instructions appear on the report, as well as signature lines in all appropriate places for parents/guardians to sign. The School Immunization report is reproduced here, and the bottom half appears on the next page:

Utah School Immunization Record													
<small>This record is part of the student's permanent school record (cumulative folder) as defined in Section 56A-11-201 of the Utah Code and shall transmit with the student's school record to any new school.</small>													
<small>The State Department of Health and local health departments shall have access to this record.</small>													
<small>INSTRUCTIONS: This form must be completed for enrollment in schools and licensed child care/preschool facilities. See reverse side for information concerning exemptions for medical, religious, or personal reasons.</small>													
Student Name	USER GUIDE EXAMPLE2	Sex	M	Date of Birth	11/27/1999	Date of Admission							
Name of Parent or Guardian	EXAMPLE2, USER GUIDE	Signature											
Address	123 1/2 MAIN	City	HELIX SPRING	State	UT	Zip	84604	Telephone	555-5555				
VACCINE	1st	2nd	3rd	4th	5th	<div>FOR SCHOOLS AND CHILD CARE FACILITIES</div> <div>1. Date of school/non-school entry ALL REQUIREMENTS MET _____</div> <div>2. Date of school/non-school entry _____</div> <div>3. Exemption (see instructions): a. Medical Exemption _____ b. Religious Exemption _____ c. Personal Exemption _____</div> <div>4. Immunization record verified by: a. Physician Records _____ b. Parent/Records _____ c. Health Dept. Records _____</div>							
DTP, DTP2, DT, Td (D=Digoxin, T=Poliovirus, P=Poliovirus, a=acellular Poliovirus)	08/09/2000												
Hemophilus influenza b (Hib)													
Polio (OPV or IPV, specify)	08/13/2000												
Mumps, Mumps, and Rubella (MMR)	08/03/2000												
Mumps (Rubella - 10 day, red measles)	08/03/2000												
Mumps	03/15/2000												
Rubella (German Measles - 3 day measles)													
Hepatitis B (HBV)													
Varicella (Chickenpox)													
Other (Specify)													
I have reviewed the records available and, to the best of my knowledge, this student has received the above immunizations.													
Signed _____ Date _____													

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INSTRUCTIONS

1. A student must have the following immunizations for school enrollment as the one of the three exemptions listed below. A DTP or DTP-2 is required if the 4th dose is given before the 4th birthday; DT, or 2 Td shots; 2 or more doses of polio vaccine and at least one dose of measles, mumps, and rubella vaccine (MMR). Effective July 1, 1992, school entries (kindergarten or 1st grade) are required to have two doses of measles vaccine (usually given as MMR), and every child less than 10 months of age shall be adequately immunized, according to age, against Haemophilus influenza type b.
2. Fill in (print or type) student's name, sex, birthdate and date of last admission to a Utah school.
3. Print or type name of parent or guardian, address and telephone number.
4. Documentary proof will be needed to verify the student's immunizations. Fill in the dates (month, day and year) for each dose of vaccine received by the student. Parent or guardian records shall be accepted if they indicate the student's name, birthdate, type of vaccine administered, specific dates of immunization, the name of the physician or agency administering the vaccine, and if the dates of immunizations are transcribed to this record. Parent or guardian records must be provided for verification by school, child care or health personnel.

School - Child Care/Non-scholar - Fill in box, "FOR USE BY SCHOOLS AND CHILD CARE FACILITIES".

- a. Determine if admission requirement for DTP, DTP-2, DT, Td, Haemophilus influenza type b, polio, measles, mumps and rubella have been met. If all requirements have been met, write "Date of Unconditional Admission - All Requirements Met." If all admission requirements have not been met, but the student has received at least one dose of each vaccine, write "Date of Conditional Admission" and explain procedure to parent.
- b. If a student is exempted for medical reasons and the duration of the medical condition is temporary, write "Date of Conditional Admission." Upon termination of such exemption, immunizations shall be required. If the medical exemption is permanent, the student shall be considered as having met all requirements.
- c. If a student is exempted for personal reasons or religious beliefs, the student shall be considered as having met all requirements.
- d. If in date(s) immunization records were verified.

EXEMPTIONS

1. ☐ Medical Exemption. (A DOCTOR'S SIGNATURE IS REQUIRED). The physical condition of the child is such that either all or immunizations would endanger the student's health. ☐ temporarily or ☐ permanently. If not all vaccines, specify which vaccine(s) were contraindicated.

Name of Parent/Guardian (PRINT)	Physician Signature	Date
_____	_____	_____
2. ☐ Religious Exemption. I certify that I am a member of a recognized religion (church) which has a doctrine that opposes immunizations. I understand that if an outbreak of any of the vaccine-preventable diseases occurs, the student for whom the exemption is claimed may be excluded from the school I child care facility for the duration of the outbreak.

Name of Church / Religious Organization	Signature of Parent/Guardian	Date
_____	_____	_____
3. ☐ Personal Exemption. I certify that immunization is contrary to my personal beliefs. I understand that if an outbreak of any of the vaccine-preventable diseases occurs, the student for whom the exemption is claimed may be excluded from the school I child care facility for the duration of the outbreak. I also understand that I must complete a Personal Exemption Form before enrollment, obtained and witnessed at the local health department in the county where the student resides.

Name of Parent/Guardian (PRINT)	Signature of Parent/Guardian	Date
_____	_____	_____

CLINIC IMMUNIZATION REPORT

This report deals only with vaccinations given, or scheduled to be given, at the clinic where the report is generated. It is identical to the report that can be generated and printed from the Clinic IR screen in KIDS. This report is intended for use as a printed "work order" to be referred to during the patient's vaccination visit to the clinic.

The report contains patient information, parent or guardian information, a patient disclaimer with signature line, a summary of immunizations due today, a vaccination history and space for recording Tuberculin skin test information. Tuberculin information cannot be entered using KIDS; the space is provided on the report for convenience; the provider must make notations there with a pen or pencil.

The complete Clinic Immunization Report is reproduced on the next page.

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USIS ID: 0
Patient ID: 110957
Teaching done
Exception form on file
Today's Date: 08/13/00

Clinic Name: TEST CLINIC
Address: 1234 MAIN
ANYWHERE, UT 84000
Phone: (801) 123-4567

Clinic Immunization Record

Patient Information

Patient Name: (F,M,L) USER GUIDE EXAMPLE2
Address: 4521 S MAIN
City: HERRIMAN, UT 84444
Physician: BRIANT B BOGUS

Date of Birth: 11/21/1996

Phone: 999-9999 SSN:

Address: HERRIMAN, UT 84444

Parent or Guardian Information (if patient under 18)

Mother's Name: (F,M,L) MADEUP EXAMPLE2
Mother's Maiden Name: MOM
Father's Name: (F,M,L) PHONY EXAMPLE2
Guardian's Name: (F,M,L) (if applicable)

SSN:

SSN: 123-45-6789

SSN:

I have been given a copy and have read, or have had explained to me, the information contained in the Vaccine information Statement(s) about the disease(s) and vaccine(s). I understand the benefits and the risks of the vaccine(s) and request that the vaccine(s) indicated on this page be given to me or the person for whom I am authorized to make this request. I agree that this information may be included in a centralized statewide database and can be shared with schools, day care centers, health care providers, and others when necessary.

Signature _____ Date _____

Immunizations Due Today

Series	Vaccine	Vac. Date	Dos age	Rte.	Site	Mfr.	Lot Number	Date VIS Given	Date VIS Printed	Vaccinator	Fin. Class
HEP-B			.5								
HIB			.5								

Vaccination History

Series	Vaccine	Vac. Date	Dos age	Rte.	Site	Mfr.	Lot Number	Date VIS Given	Date VIS Printed	Vaccinator	Fin. Class
DTP	DTP	08/09/2000	2	IM	RD	BA	2003	08/09/2000	06/01/2000	LASTNAME	
POLIO	IPV	08/13/2000	.5	IM	LD	IM	FJDKSLA7	08/13/2000	08/20/1999	LASTNAME	
MMR	MMR	08/03/2000	1	IV	RLF	AVI	1008	08/03/2000	02/01/2000	LASTNAME,FIR	
	LEPROSY	08/03/2000		IM	RD			08/03/2000			
	MEASLES	08/03/2000		ID	LLF			08/03/2000			
	MUMPS	03/15/2000		IV	RA			03/15/2000		LASTNAME,FIR	

Tuberculin Skin Test	admin date	type	result date	results	admin date	type	result date	results	admin date	type	result date	results

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UTAH IMMUNIZATION RECORD

This report is a very simple summary of vaccinations received by the patient. This report is designed to be given to the parents of the patient, so that they may have their own record of vaccinations administered to their child. The Utah Immunization Record is reproduced here:

Utah Immunization Record				
USIIS ID: 0				
Last Name	First Name	Middle Name	Birth Date	Sex
EXAMPLE2	USER	GUIDE	11/21/1996	M
Address 4521 S MAIN				
City	HERRIMAN	State	UT	Zipcode 84444
Series	Vaccine Type	Vaccination Date	Provider	
	LEPROSY	08/03/2000	USIIS PROGRAM	
	MEASLES	08/03/2000	USIIS PROGRAM	
	MUMPS	03/15/2000	USIIS PROGRAM	
DTP	DTP	08/09/2000	USIIS PROGRAM	
POLIO	IPV	08/13/2000	USIIS PROGRAM	
MMR	MMR	08/03/2000	USIIS PROGRAM	

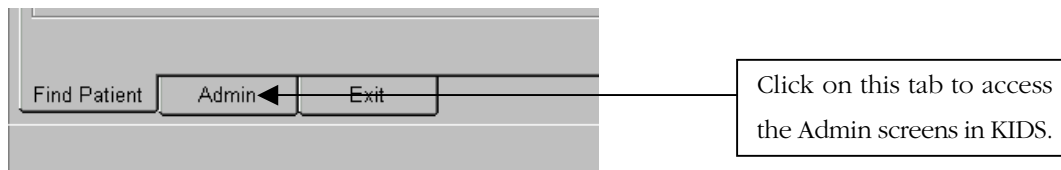
For more information call 801-538-6872

Utah Department of Health (USIIS)

Setting up Vaccine Inventory

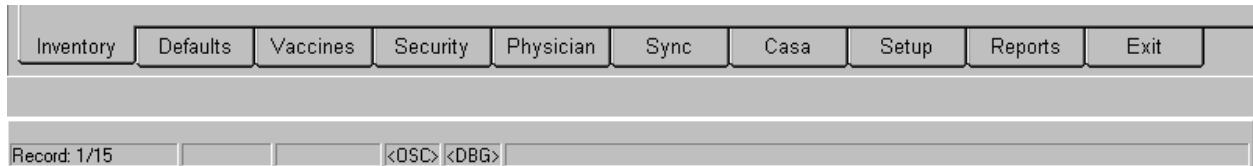
OVERVIEW OF ADMIN FUNCTIONS

This section of the manual is the first to discuss any of the Admin functions of KIDS. These functions are accessed through another set of tabs at the bottom of the screen, similar to the tabs which access the screens already discussed in this manual. In order to make the Admin tabs visible, you must click on the "Admin" tab that appears on the Find Patient Screen, as pictured below:



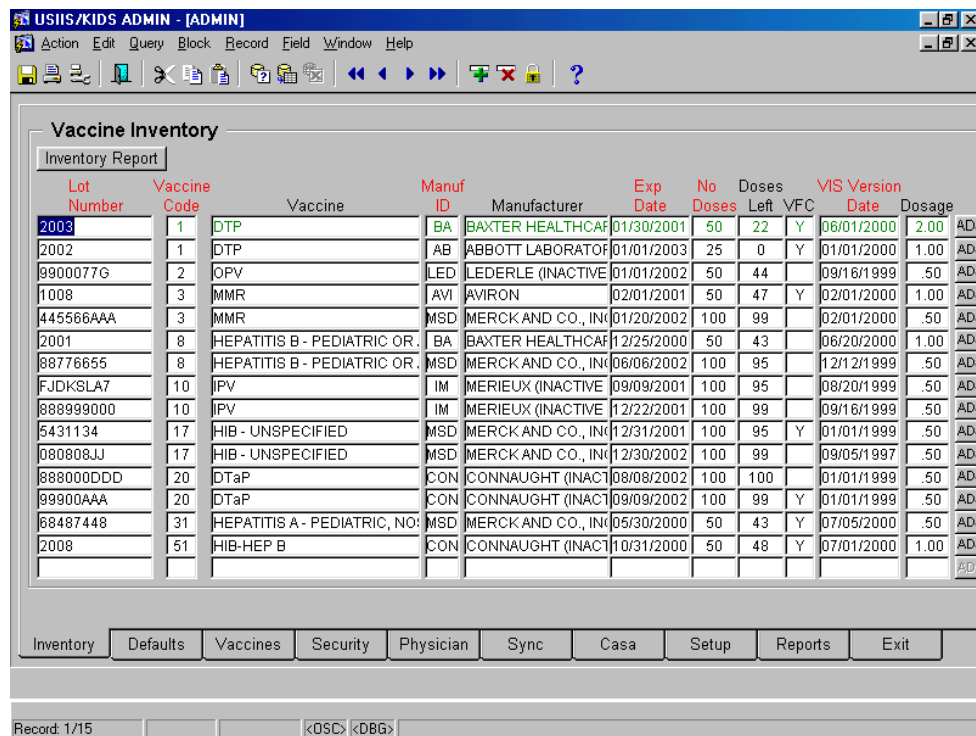
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The Admin screens have their own tabs, as pictured here:



OVERVIEW OF THE VACCINE INVENTORY SCREEN

By default, the "Inventory" tab is selected when you access the Admin functions in KIDS. This section discusses the use of this screen. The entire Inventory screen is pictured here:



This screen allows clinic employees to enter Vaccine inventory, which can then be accessed from the Immunization Input screen in KIDS. As vaccines are administered and entered into KIDS through the Immunization Input screen, the number of doses available automatically decreases on the Vaccine Inventory screen, to reflect the actual depletion of the clinic's supply. The paragraphs below discuss this and other features of this screen.

ENTERING NEW VACCINE INVENTORY

To enter a new vaccine into your clinic's inventory, begin by typing the lot number of the vaccine into the first blank field in the "Lot Number" column. Hit *tab* to proceed to the "Code" column, and hit *F9* or double-click in the code field to select the industry-standard code for the vaccine you are entering. Once you have selected the appropriate code, the

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name of the vaccine appears in the “Vaccine” column next to the vaccine’s code. Again hit *tab* to advance to the “Manuf ID” column. Again, you can hit F9 or double-click in this column to choose the vaccine manufacturer from a list of valid options. Once a manufacturer’s ID has been chosen from the list, the name of the manufacturer appears in the “Manufacturer” column next to the “Manuf ID” column. Press *tab* to advance to the “Exp Date” column, and enter the correct expiration date for the vaccination you are adding.

REMINDER: Dates in KIDS must be entered in an 8-digit format, or MMDDYYYY. It is not necessary to type slashes in dates; KIDS will enter those automatically.

After entering the expiration date, *tab* over to the next field, where you need to enter the correct number of doses for the vaccine you are adding to the table. After you enter the number of doses, hit *tab* to advance to the “VFC” column. Notice that you are unable to enter anything in the column for “Doses Left.” That is a read-only column, which displays the number of doses that KIDS adjusts as you use vaccines. It is possible to adjust the inventory counts by using the “ADJ” button. That button is discussed in more detail later in this section.

In the “VFC” column, double-click the field or hit F9 and select “yes” if the Vaccines For Children (VFC) program funded this vaccine. This notation is present for statistical purposes only. Again hit *tab* to advance to the next field, “VIS Version Date.” This is another date field, in which you need to enter the date which appears on the vaccine’s Vaccine Information Statement (VIS), as printed by the Center for Disease Control (CDC). Next, *tab* to the last field and in the “Dosage” column, enter the proper dosage for the vaccine you are adding. Finally, *save* the record by clicking on the diskette icon on the toolbar, in the upper left corner of the screen. The new vaccine has now been added to your clinic’s inventory in KIDS.

MAKING ADJUSTMENTS TO INVENTORY ENTRIES

As with any inventory system, it is occasionally necessary to adjust the inventory counts in KIDS so that they reconcile with actual numbers of vaccines on-hand in the clinic. To make these adjustments, click on the “ADJ” button at the right end of any vaccine’s entry in the inventory table. The “Vaccine Inventory Adjustment” window will appear.

This screen allows you to record and correct discrepancies between actual inventory and inventory recorded in KIDS. The window acts like an on-screen worksheet; simply fill in the blanks after making an accurate count of actual inventory on-hand at the clinic. When you are done, the DOSES AVAILABLE will be calculated at the bottom of the window. When you are finished, click the “Save” button at the top of the window. The window will close, and you will return to the Vaccine Inventory screen. Any changes made in the adjustment will be reflected on the inventory table.

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column. Hit tab, and the series to which that vaccine belongs will be entered into the “Series” column. The cursor will skip over the “Series” field and advance to the “Lot Number” field. If you know the lot number, you may type it. However, the Lot number **must correspond to a lot that is currently in the clinic’s inventory**, so if you type the Lot Number incorrectly, when you hit tab you will be prompted to select a valid Lot Number from a pop-up list of lots in inventory. To complete the selection of defaults, tab to the “Site” and “Rte” fields and double-click or use *F9* to select from industry-standard codes for the appropriate site and route you wish to be the default value for this vaccine.

You may choose to leave the fields for site and route blank if your clinic uses different sites and routes to administer one type of vaccine. If you leave these fields blank you will be required to enter them individually when using the Clinic IR screen.

Save the default(s) you enter by clicking on the diskette icon on the toolbar in the upper left corner of the screen. With the defaults entered, the next time that particular vaccine is selected on the Clinic IR screen, the default values you set up will be automatically entered into the correct fields.

Additional Administrative Functions

OVERVIEW

This section discusses the remaining screens in the Admin portion of KIDS. These screens are made up of the following:

- Vaccines
- Security
- Physician
- Reports
- Sync
- Casa
- Setup

THE VACCINES SCREEN

The Vaccines screen (reproduced here) is a read-only screen that provides accurate information on all vaccine and combo types available. The vaccines are listed alphabetically. The list provides an easy reference for vaccine codes, as well as information on VFC availability and fulfillment of series requirements for individual vaccines. This information is kept current by the Department of Health, and any changes made are automatically updated in KIDS when system tables are synchronized, a process discussed later in this manual.

Code	CPT Code	Vaccine	Series	Dos	VFC
22		ADENOVIRUS, NOS			
54	90476	ADENOVIRUS, TYPE 4			
55	90477	ADENOVIRUS, TYPE 7			
24	90581	ANTHRAX			
19	90585	BCG			
27	90287	BOTULINUM ANTITOXIN			
28	90725	CHOLERA			
29	90281	CHVIO			
56		DENQUE FEVER			
12	90286	DIPHTHERIA ANTITOXIN			
28	90702	DT (PEDIATRIC)	DTP		Y
1	90701	DTP	DTP		Y
22	90720	DTP-HIB	COMBO		Y
28	90700	DTAP	DTP		Y
50	90721	DTAP-HIB	COMBO		Y
57		HANTAVIRUS			

Code	Series	Cpt No.
22	DTP	1
22	HIB	2
50	DTP	1
50	HIB	2
51	HIB	1
51	HEP-B	2

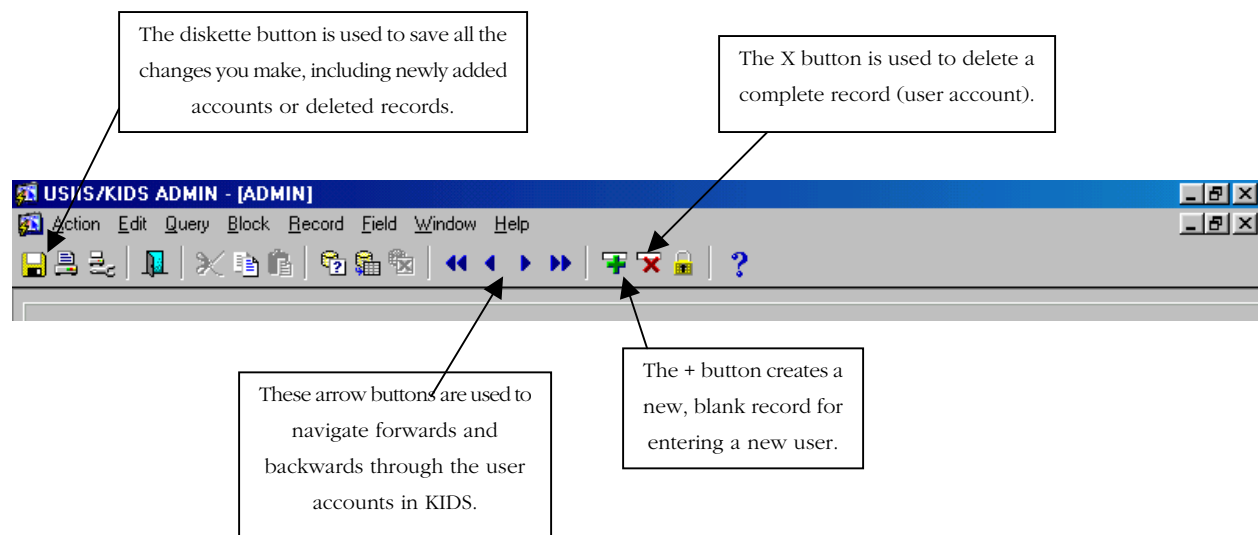
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THE SECURITY SCREEN

The Security screen in KIDS allows certain functions in the software to be restricted or limited for users specified by the administrator. The screen is divided into two halves, called “User Input” and “User Access”. In the top half, “User Input,” usernames and passwords are assigned to a user’s real name (first, last and middle). In this section the user is also granted or denied permission to access the Admin screens in KIDS. There is also a box for vaccinator status. If this box has a “Y” in it, the user will appear in the pop-up list of vaccinators on the Immunization Input and Clinic IR screens.

The bottom half of the screen, or “User Access” portion, allows very specific rights to be assigned to the user. These include reading (viewing), inserting, updating, and deleting information on several of the patient record screens in KIDS. There is also a box for “all” next to each row of rights, to make it easier to grant all of the privileges on that row without having to complete each column. If the user is to be granted or denied *all* privileges possible on the screen, that can be done easily by clicking on either the “grant all” or “revoke all” button, whichever is appropriate. To create security access for a new user, click on the “create all” button.

You can control which user account is being displayed on the Security Screen by using the single-arrow buttons on the toolbar. Other buttons on the toolbar are used in this screen as well. Refer to the illustration below for a brief explanation of these functions.

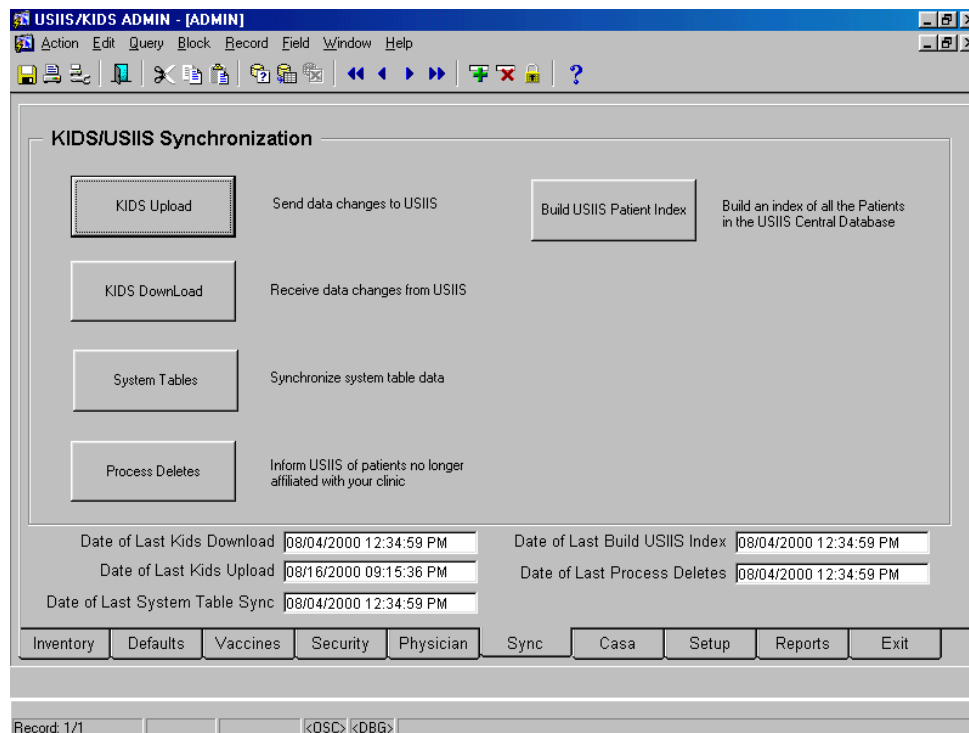


The other tools on the toolbar are not critical to the use of the Security screen, and are not discussed here. The Security screen is illustrated in its entirety on the next page.

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THE SYNC (SYNCHRONIZE) SCREEN

KIDS has many features which require occasional communication between the local database in your clinic and the USIIS database at the Department of Health. The Synchronize screen provides an easy way to send and receive information. As illustrated below, the main portion of the Synchronize screen contains five buttons with brief descriptions of their functions next to them. The text fields across the bottom are read-only. They display statistics relating to when certain uploads and downloads were performed last. Any time information is sent from your clinic to the USIIS database, it is called an *upload*. By contrast, a *download* is any time information is retrieved from the USIIS database and received into KIDS.



WHAT THE SYNC BUTTONS DO

As you add and update the patient records in KIDS, you are only updating your clinic's local database. In order to share those records with other clinics through the USIIS program, you must periodically upload your records to the USIIS database. Clicking on the **KIDS Upload** button on the Synchronize screen accomplishes this.

NOTE: Any upload or download of information requires that your clinic computer is connected to the Internet either through your network or a dial-up Internet Service Provider at the time of transfer.

It is always a possibility that any of your patients may have vaccinations administered at other clinics. If the clinic they visited is using KIDS software the way that you are, you can automatically receive updates to your patient's records from the USIIS database by clicking on the **KIDS Download** button. When a previous patient's record is deleted from your

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clinic's local database, it is no longer necessary to receive updated records from the USIIS database for that patient. However, the USIIS database has no way of knowing which patients are no longer handled by your clinic unless it is notified of the deleted patient records in some way. That is exactly what the **Process Deletes** button does.

The **System Tables** button is used to make sure that any vaccination information that is a built-in part of the KIDS program is current. This information includes vaccine codes and manufacturers, as well as series requirements and other information that can change from time to time.

Finally, the **Build USIIS Patient Index** button is a way to speed up searches for patients in the USIIS database. This button creates an index of all patients in the USIIS database, and stores this index on the clinic's computer. The index works much like an index in a book; when a USIIS database search is performed, KIDS will check the index on the local computer, and if a match is found then the provider will be given the option to download the complete record for that patient. This is an efficient way to search because most of the searching is done on the clinic's computer, where information can be processed and searched much faster than over the Internet.

NOTE: It is recommended that each of the Synchronize buttons be used on a regular schedule. Ideally, you should perform each upload and download weekly. If that is a problem, try to do them at least monthly to take advantage of all of KIDS features.

CLINIC ASSESSMENT SOFTWARE APPLICATION (CASA)

CASA is a software application independent of KIDS and USIIS. However, KIDS provides a way to transfer information from the clinic's local KIDS database into CASA to perform assessments using that software. The CASA screen in KIDS provides a simple interface where patient records can be filtered by age and then exported to a file. Optionally, you may check the box for "entire clinic" if you do not wish to filter by patient age.

It is best to save this file to a floppy disk by typing "*A:filename*" in the "File Name" field on the CASA screen (where *filename* is the name you wish to give the exported file). This screen is reproduced here. It is not discussed further in this manual.

USIIS/KIDS ADMIN - [ADMIN]

Action Edit Query Block Record Field Window Help

CASA DOWNLOAD PATIENT SELECTION

Entire Clinic: ☐

Between Ages: 0 Months and 24 Months

File Name: C:\TEMP\CASA_08212000.DAT

DOWNLOAD

Inventory Defaults Vaccines Security Physician Sync Casa Setup Reports Exit

Record: 1/1 (KIDS) (DBG)

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THE SETUP SCREEN

The Setup screen in KIDS is where information about the clinic is entered or updated. This screen is also where the option to have KIDS automatically calculate the Patient ID number for new patients can be selected. The PIN number field refers to the provider's VFC Pin number, if applicable. The Setup screen is reproduced below.

KIDS Properties

Provider ID: 801
Name: TEST CLINIC
Street: 1234 MAIN
City: ANYWHERE State: UT Zip: 84000
Phone No.: (801) 123-4567 Fax No.:
Email: County: 25
VFC Prov ID: 12 Type: PIN:
Financial Class Security Level: 1 Auto-calc Patient ID: Y

Sync/Shots

Clear Sync Tables
Clear Shots

Backup and Restore

Backup Database Restore Database
Enter drive and path specification

Database TNS Name

KIDS

Inventory Defaults Vaccines Security Physician Sync Casa Setup Reports Exit

Record: 1/1 <DBG>

The portion of this screen labeled **Sync/Shots** contains buttons that may be referred to by USIS technical support staff if you are speaking to them about problems with KIDS. These buttons are used when information is trapped in temporary hidden tables within KIDS, and that information is causing problems with other functions of the software. This is generally caused by power outages or other unforeseen interruptions.

The **Backup and Restore** portion of this screen was not functional as of the time this was written. The buttons and field in that section have been placed there as part of future enhancements to KIDS.

ADMINISTRATIVE REPORTS

The Admin portion of KIDS has its own reports screen. This screen is different than the Patient Reports screen discussed earlier, in that reports generated here refer to more than just a single patient. Three reports of this type are available.

Clinic Reports

Reminder Recall
Lists of Immunizations Given
Doses Administered - VFC

Inventory Defaults Vaccines Security Physician Sync Casa Setup Reports Exit

Record: 1/1 <DBG>

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Set-up Conditions for Reminder-Recall Summary Report

Generate this report for patients who

are between the age of:

- ☒ 0 to 6 months old
- ☐ 0 to 2 years old
- ☐ 0 to 5 years old
- ☐ Set custom age from: 0 years 0 months to: 0 years 0 months

have a patient status of:

- ☒ Active
- ☐ Unknown Address
- ☐ Inactive

are due for type of Vaccines:

- ☒ All Required Types
- ☐ Series Selection
 - ☐ DTP ☐ MMR
 - ☐ HIB ☐ Hep B
 - ☐ POLIO

are due for immunizations from 07/22/2000 to 08/21/2000

Buttons: Select Patients, Select Series, Run Report, Exit Report

The **Reminder Recall** report is used to print out a list of patients who are due for immunizations at the clinic. This report can then be used to call patients and schedule appointments. When the **Reminder Recall** report is selected, a filtering window appears, illustrated here. This screen allows the information on the report to be filtered extensively before the report is generated. After you choose the age, status and vaccine type(s), you must click “Select Patients” and “Select Series” for the computer to process your request. Once you have specified the desired filters, click “Run Report” to generate the list of Reminder Recalls. The report will display the filter information, and a

list of patient names, critical patient and parent/guardian information, and which vaccination(s) are due for the patient.

The **List of Immunizations Given** report will generate a historical report of all immunizations administered by the Clinic and recorded in KIDS. This historical report can be filtered for a date range, and sorted by immunization date, vaccine type, or patient name. The report displayed will contain patient names, patient ID numbers, and information about the vaccinations given to the patient, including VFC status and reactions, if applicable.

The **Doses Administered – VFC** report again allows the user to select conditions prior to running the report. This is

Set-up Conditions for Doses Administered Report

Generate this report for immunizations which

were given from 04/01/2000 to 06/30/2000

for these age groups:

- ☒ < 1 Year
- ☐ 1 - 6 Years
- ☐ 7 - 18 Years
- ☐ > 18 Years

Buttons: Select Immunizations, Run Report, Exit Report

done on the screen pictured here, which appears when the Doses Administered – VFC button is clicked. If no VFC pin number is entered into the PIN field on the **Setup** screen, the user will be notified when this report is attempted.

The Doses Administered – VFC report, once displayed, will include statistics for each applicable immunization given at the clinic. This report does not replace the VFC report required by the Utah Department of Health, Immunization Program, it simply furnishes you with information so you can fill out that report.

NOTE: All reports can be printed, as well as viewed on-screen.

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